

August 2010 Update  
Sent August 25, 2010  
Attachments include:  
Hierarchy Move Format

Hello Everyone.

It was great to meet so many of you during the annual GSA SmartPay2 Conference held in Atlanta, last week. It nice to be able to put faces with names. I hope you found the conference helpful and enlightening.

I was pleased to introduce the new additions to our travel team, SCPO Carlene Curry who as accepted the offer and will come on board Monday, 30 August. Please refer your questions and concerns to her. Also, Captain Matthew Ruckert has a tentative offer on the table for the GS-14 position.

For conference attendees, please ensure your travel claim has been completed so we can close out our books for this event.

There are a few items I would like to address that stem from the conference.

GTCC use for local travel - although you may have heard that the travel card is available for use for local travel while under official orders, please make note this is determined at the agency level. The CG at this time does not permit GTCC use for local travel.

Split disbursement - Office of Management and Budget (OMB) mandate agencies to provide a split disbursement to cardholders. The Coast Guard has implemented this ability when processing travel claims and ALCOAST 715/09 make this mandatory use when the member uses the GTCC.

For those attending the conference, the correct instruction number for the GTCC program is COMDTINST 4600.14B.

Couple reminders IRT processes outlined in the instructions that we are having program wide issues with:

Credit limit increases - IAW policy [General order], travel card coordinators have the authority to increase credit limits up to \$9999 - this is non-negotiable. Although PaymentNet has no controls in place to prevent amounts higher, coordinators have the ability but NOT the AUTHORITY to increase limits above \$9999. If you can justify why a member may need such an increase, contact this office for processing. Any abuse of this ability may lead to revocation of your GTCC Coordinator rights.

Delinquencies - an account is delinquent after one day past the due date. However, policy outlines reportable delinquencies as being 61 plus days late. This month we started providing delinquent account information for all accounts 31 days and above delinquent. This equates to 2 unpaid statements.

We plan to write up all the comments from the breakout sessions so you can review and possibly provide additional feedback/suggestions on any of these topics.

Thank you to all offices for responding to our request to review inactive accounts. We still have quite a few coordinators who have not yet responded to the August 20 deadline. Please review and respond as soon as possible. The email subject was Reduce Credit Limits. If no response is made, we will take action and lower all remaining accounts listed to \$1.

One more time, I need to stress the importance of protecting PII. Do not include an entire SSN or card account number in any communications. We only need the card account last four numbers, the member's name and the EMPLID is always good to have.

A new message has been released, ALCGPSC 077/10 regarding TSA and the new Secure Flight Program. Be sure to review this message and have your traveling members update their SATO profile as soon as possible.

And finally, we have attached the form necessary to help you transfer member hierarchies to forward to JPMC.

Thanks and keep up the great work!

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